

**Date:** [Date]

**Applicant Name:** [Applicant Name]

**Address:** [Applicant Address]

**City, State, Zip:** [City, State, Zip]

**Subject: Notice of Action Taken and Statement of Reasons**

Dear [Applicant Name],

Thank you for your recent application for an FHA-insured mortgage loan. We have completed our review of your application; however, we regret to inform you that we are unable to approve your request at this time for the following reason(s):

- **Credit score below minimum FHA/Lender requirements.**

Our credit decision was based, in whole or in part, on information obtained in a report from the consumer reporting agency/agencies listed below:

[Name of Credit Bureau]

[Address of Credit Bureau]

[Phone Number of Credit Bureau]

Please note that the consumer reporting agency did not make the decision to deny your application and is unable to provide you with the specific reasons why the decision was made.

Under the Fair Credit Reporting Act, you have the right to obtain a free copy of your credit report from the agency listed above if you request it within 60 days of receiving this notice. You also have the right to dispute the accuracy or completeness of any information in the report directly with the credit reporting agency.

**Your Credit Score Information:**

- Your Credit Score: [Score]
- Date of Score: [Date]
- Scores range from a low of [Min Score] to a high of [Max Score].

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against applicants on the basis of race, color, religion, national origin, sex, marital status, age, or because all or part of the applicant's income derives from any public assistance program. The federal agency that administers compliance with this law concerning this creditor is [Name and Address of Regulatory Agency].

Sincerely,

[Lender Name]  
[Lender Address]  
[Phone Number]